

IT Planning User Handbook for FY 2006

Background

An annual submission of an agency IT plan is required of all state executive agencies by Arizona Revised Statutes by September 1st. A.R.S § 41-3504(A (1(f))) gives GITA responsibility for review, "evaluation and either approval or disapproval of all budget unit IT plans" required to be submitted under ARS § 41-3504 (A (1)). This statute indicates "IT plans include quality assurance plans and disaster recovery plans". To that end, GITA has developed web applications for agencies to report their IT plans online.

All agencies are required to complete the IT plan format as referenced by the Statewide Policy P136, IT planning and Statewide Standard S136 IT Planning. Streamlined IT plans and compliance reporting are available for the lesser agencies, boards and commissions as the focus in coming years is on the major IT expending agencies and those possessing critical business processes.

Purpose of Statewide IT Planning

Because the intent of information technology (IT) is to support each agency in fulfillment of its mission, the purpose of the agency's IT plan is to establish strategic IT goals and a process to improve business goals as well as to move all agencies toward an overall more integrated statewide enterprise. IT plans should be focused on:

- Ensuring that the agency's IT direction supports its business direction
- Improving integration between the agency's Information Technology tools and its business
- Communicating among the agency's constituents, employees, and stakeholders about the capabilities of IT to add value to both agency products and services

Additionally, the IT plan should also support the statewide IT direction by:

- Addressing the statewide strategic IT goals
- Leveraging shared statewide IT resources
- Ensuring IT implementations follow the Enterprise Architecture standards at www.azgita.gov/policies_standards/ [P700 and 800 series, and S700 and 800 series].

For FY2006 IT Planning, GITA is taking a new tack, as approved by ITAC, towards more measurable strategic IT planning. New emphasis on the adherence to statewide policies and standards will produce statistics allowing statewide trends across agencies to be revealed and a more cohesive policy to be developed. For a precise definition of trends, issues, goals and objectives, refer to the Governor's Office for Strategic Planning and Budgeting's *Managing for Results - Strategic Planning and Performance Measurement Handbook* located at www.ospb.state.az.us/02_planning.htm

Getting Started

A username and password is required for access to the GITA online web application supporting IT inventory, namely Inventory Services Inventory System (ISIS). An agency may obtain a username and password from GITA by contacting the GITA IT Planning Manager at either (602) 364-4784 or ITplanning@azgita.gov.

The IT Planning web application is called PARIS and located at www.azgita.gov/apps/ while the Technology Infrastructure Standards Assessment is called TISA and located at the same website. TISA is a questionnaire dealing with IT security, IT quality assurance and IT infrastructure/architecture as propounded by the statewide standards located at www.azgita.gov/policies_standards/ and is part of the annual IT plan submittal.

**State of Arizona
Government Information Technology Agency**

Features of PARIS

Once the user logs on, the appropriate IT plan for their agency will be displayed. In the case of the major agencies, last year's IT plan will be rolled over for completion of this year's target performance measures (as it has been in years past). In addition, once the self-assessment IT standards survey is taken, the agency may need to include gap closure plans as part of next year's IT goals and objectives. The IT plan format has not changed for the major agencies.

For the small agencies, it only takes a few minutes to use the pull-down lists for the new agency IT plan which also includes a compliance to standards disclosure dealing with security, quality assurance, disaster recovery and gap closure plans. Everything is located within PARIS and there is no need to use TISA unless the agency wishes to evaluate their compliance more definitively.

Features of TISA

The online TISA questionnaire will cover implementation status of statewide policies and standards by each agency relating to enterprise architecture and quality assurance as well as a subset of previous IT security questions. Rather than a subjective 'to some extent' or a binary 'yes' or 'no', agencies will be asked to estimate a quantitative percentage of compliance in each category of interest. The percentage is an estimate will have an expected accuracy no greater than five or ten percentages points. However, the intent is to ultimately be able to produce a numeric value for each standard across agencies and within an agency across years. Answers will be weighted by the agency's IT expenditures or other mission critical processes. The user is referred to the TISA FY 2006 User Handbook at www.azgita.gov/apps/.